

ACTD BRIEFING  
FORMAT GUIDELINES

1. Problem Statement: Military need, urgency of timing, and utility of the candidate
2. Basic concept.
3. To what degree will the proposed ACTD support joint/combined operations?
4. Basic technologies.
  - a. Maturity level
  - b. Technologies on critical path
  - c. Proposal's relationship to other related efforts.
  - d. Type of demonstration envisioned.
  - e. Risks:
    - Technical. Use Technology Readiness Levels for tech risk assessment.
    - Funding risks
    - Schedule risks
  - f. Notional MOE/MOPs (Metrics)
  - g. Participants in the ACTD. Proposed Lead Service/Agency, User-Sponsor(CINC, agency, etc.), proposed Technical Manager, Operational Manager, and Transition Manager. This can be by organization and not by name of individual.
  - h. Point(s) of contact for the ACTD submission. Include Name, Rank, Organization, Phone Numbers, E-Mail Address, and Mailing address.
5. Cost elements and Resources by FY
  - a. Identify costs
  - b. Identify resources: what organization providing what resource by FY. Resource should be described as cash contribution, or in-kind or leveraged technology or TBD (if that is the case). Please refer to FY06 Candidates portion of web page for guidance.
6. Schedule for the ACTD. Milestones in each year and phase. (Include dates when demonstrations occur during the ACTD cycle)
7. Extended User Evaluation EUE) and Residual Plan
8. Transition Plan
  - a. Description of envisioned residual assets
  - b. Procurement and contracting strategy
  - c. Funding Sources

d. Organizations involved in transition

End-user of products planned